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SUBJECT:

Establishment of a TRD Training Film Library

1. All files used by TRB for training surgoses are held in the central film library of GR/OUD or secured from military and other sources by that section. These films are under swallable to TRD at its request on a daily loan basis.

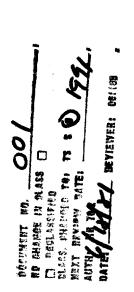
- 2. This arrangement is not satisfactory to TRD as the film requirements presently are of such volume as to require a great deal of less of time and labor on the part of the projectionist in securing and returning the less films to GR/CCD. The same films are used several times each menth and often more than once each week by TRD.
- 3. In addition to the sensialing problems arising in TRD on the use of the same film where one copy only is available in the agency, other users within the agency and films loaned to military services complicate the loan precedure.
- A. Many of the films used by TRD are not in the GR library but are secured by that section on special loss from the military services and other sources. Fecause of other users, these films may not be available to TRD when required by the training schedules.
- 5. The films used by TRD are of three categories classified as to their frequency of use by TRD. They are:
  - a. These films used several times each month in several training progress.
  - b. These films used in a training program on a more infraquent schedule.
  - o. Those files used infrequently in the training program or for special purposes, such as previously.
- 6. Recommendations: The following recommendations are made to assist TRD in meeting this problem as it presently exists and to prepare TRD for this requirement under the expanded training program plans:

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establishment of a film library to consist of those films used frequently by TRD in its various training programs. These films will be on an indefinite lean from GR/OCD. Attachment "A" lists the present film requirements of TRD in this category. This list of indefinite loans to TRD will change as the training requirements change.

b. That other files which are necessary to the TRD training courses but used on a less frequent basis continue to be borrowed from GE/OCD as needed. Some files in this category are secured by GE/OCD from outside sources as discussed in passgraph 4. This creates difficult scheduling problems for all users within the agency, including TRD. It is suggested that one possible solution might be for GE/OCD to acquire for the agency retention prints of such files to better service all agency users.

Chief, Training Division

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APPROVED:

Assistant Director for Special Operations

Assistant Director for Policy Coordination

#1- Graphics Reg. /OCD.
#2- AD/SH
#3- DOIL/OPE
#4- TRO
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